



Academy Nominations

“The service academies produce leaders of character dedicated to unselfish service and sacrifice. As a former constitutional law professor at West Point, I consider it an honor to nominate the best and brightest from the 8th District to these institutions.”

-Congressman Patrick J. Murphy

Please read carefully and retain for future reference.

INSTRUCTIONS AND GENERAL INFORMATION

Thank you for your interest in attending a federal service academy. As you probably already know, admission to four of the five academies requires nomination from one of several sources (the U.S. Coast Guard Academy in New London, CT has no such nomination requirement). This packet should guide you through the process of applying for a nomination with Congressman Murphy’s office. If you need further assistance, please contact Michael Brown in the Bristol district office at 215-826-1963.

GENERAL NOMINATION INFORMATION

Application to the four service academies is a twofold process. One must both seek a nomination **and** apply for admission through procedures established by each respective academy. These two processes are independent of each other, and applicants must provide the required information to **both** entities (i.e., they do not share information).

There are two general categories of nominations:

- **Congressional nominations**
 - **Members of Congress** may nominate candidates who are legal residents of the member’s congressional district.
 - **U.S. Senators** may nominate candidates who are legal residents of the state the senator represents.
 - The **Vice President** has the authority to grant nominations to the Military, Naval, and Air Force Academies (but **not** the Merchant Marine Academy). The VP will consider any candidate from the nation at large, as well as U.S. citizens who live abroad.
- **Service-affiliated nominations** (*available for the Military, Naval, and Air Force Academies, but not the Merchant Marine Academy*)
 - The **President** has the authority to grant an unlimited number of nominations to children of career officer and enlisted members of the Armed Forces, as well as the children of Medal of Honor winners, children of members killed in action or rated 100% disabled by the VA, and children of those classified POW or MIA.

- The appropriate *service secretary* may nominate enlisted members of the regular and reserve components of the respective service, members of the service's R.O.T.C. and J.R.O.T.C., as well as J.R.O.T.C. programs of the other services which have been designated Honor Units with Distinction.

**** Congressional nominations make up approximately three-fourths of all appointments.**

Because of the stiff competition for congressional nominations, Congressman Murphy's office urges you to apply to as many sources as you are eligible. Each congressional office uses a selection process, designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. Last minute misunderstandings can be avoided by carefully studying and following the instructions of each office.

Certain information is required as outlined below in order for you to be considered as an applicant. It is your responsibility to submit this information and to keep it updated. **The deadline to submit information is close of business (5 pm) on Friday, November 5, 2010** to ensure adequate time to assess each candidate's qualifications. Although information received after the deadline is acceptable until the selections of nominees is complete, **candidates whose files are incomplete when nominations are made will not be given consideration.**

Once the deadline has passed, the office will contact applicants with completed files in order to schedule an interview with one (or more) of the non-partisan Academy Selection Boards. The Military, Naval/Merchant Marine, and Air Force Academy Selection Boards are made up of a diverse group of citizens with the knowledge and experience needed to assess qualifications for the service academies. Congressman Murphy relies on the Boards' recommendation when determining which applicants will best represent the 8th Congressional District.

It is possible for applicants to apply for nomination to more than one academy, and Congressman Murphy may nominate applicants to multiple academies, upon the recommendation of his selection boards.

GENERAL ELIGIBILITY REQUIREMENTS

To be eligible to attend a federal service academy, each applicant must meet the following requirements as of 1 July of the year of admission:

- **Age:** Be at least 17 years old, but not have passed the 23rd birthday (*25th for the Merchant Marine Academy*).
- **Citizenship:** Must be a U.S. citizen
- **Marital Status:** Be unmarried, not pregnant, and have no legal obligations to support children or other dependents.

CONGRESSMAN MURPHY'S REQUIREMENTS

- **Residency** – Applicant must be a legal resident of the 8th Congressional District. (*Note: since the boundary lines between the 8th and 13th Congressional Districts in Montgomery County and Northeast Philadelphia are very complex, please verify that you*

are indeed a resident of the 8th District by checking your 9-digit ZIP code at www.house.gov.)

- **Application Form (include a recent photograph)** – The enclosed application forms must be completed and returned by the official deadline of **Friday, November 5, 2010**. Formal candidacy is established in Congressman Murphy’s office upon receipt of the application. It is not necessary for you to send all of the required information at once, and you should *not* wait to file your application if your transcripts or test scores are not immediately available. If your application is not received within a reasonable time after your initial inquiry, it will be presumed that you are no longer interested in pursuing a nomination.
- **Four Recommendation Letters** – These can be from teachers, coaches, employers, clergy, etc., but cannot be written by a member of your family. In addition, **one of the four letters must be from a principal or guidance counselor**. Congressman Murphy’s office has included a **Principal/Guidance Counselor Recommendation Form** with this packet, which the appropriate person may use in lieu of writing a formal recommendation letter.
- **Official transcript** – You must request that your school provide you with an official transcript of your high school record, GPA, and if possible, your class rank. This transcript must show your final junior year grades. If you apply before this information is available, it is your responsibility to request your guidance counselor provide you with an up to date transcript that you then send to the office before the November deadline. (If your school will not release an official transcript to you, have your guidance counselor send it to the Bristol office – see address below).
- **College Boards** – The service academies require applicants to take either the SAT Reasoning test or the ACT. Applicants are responsible for registration for tests and for requesting scores to be sent to the academy (ies) and to the office. Direct SAT scores to Congressman Murphy’s office by indicating **2362** as the code on the CEEB form. The office’s ACT code is **7642**. If you are unable to include Congressman Murphy’s office in your original choices for test reports, send the office a copy of the report you receive in order to save time and the additional report fee. If you submit more than one set of scores, the higher scores will be counted.

BASIS FOR SELECTION

Many factors play a part in determining which applicants we choose to nominate. These include:

- **School records, class rank, and grade point average**
These are the starting point in considering applicants. Nominees must have strong academic records in order to be prepared for the demanding academy curriculum.
- **College Board scores.**
The SAT and ACT tests are another important indicator of whether the applicant is equipped to survive academics at the academies.
- **Extra-curricular activities (both athletic and non-athletic)**
Academic performance is not the only thing considered when judging applicants. Extra-curricular activities are often a showcase for an applicant’s leadership skill and ability to work with others. They also demonstrate the well-roundedness of the applicant.

- ***Motivation***

One of the most important considerations in the selection process is motivation – the candidate’s desire to attend an academy. It is also the most difficult to measure. To an extent, motivation can be judged by a candidate’s diligence in completing their file, which is one reason those with incomplete files are not considered for nomination. In addition, the essay section of the application is a valuable tool to judge an applicant’s motivation level.

- ***Interview.***

The formal interview with the selection board is a very important factor in determining the selections. Here the selection boards have a chance to get to know the person behind the application, and see the way the applicant presents himself or herself.

Inquiries regarding Congressman Murphy’s service academy nomination process may be directed to Michael Brown by calling the Bristol office at 215-826-1963 or by sending an email message to michael.brown@mail.house.gov.

All correspondence regarding the service academies should be sent to the following address:

Congressman Patrick J. Murphy
Attention: Michael Brown
414 Mill Street
Bristol, PA 19007-4813

Thank you again for your interest in applying to a service academy, and we wish you the best of luck in this process.

Don’t forget that the deadline for receipt of your completed file is 5 PM, Friday, November 5, 2010.

Extra-Curricular Activities (non-athletic):

List and briefly describe any other extra-curricular activities in which you have participated during your high school years. Include length of involvement, positions of responsibility or leadership in which you served, and any honors or recognitions you received. (List employment information, if any, in the next section.)

Employment Information:

List and briefly describe employment history during your high school years. Include length of time at job, hours worked per week, and positions of responsibility or leadership held. (Don't forget to include summer jobs.)

Essay Questions:

1. Briefly list and explain your main motivations for attending a service academy.
2. How do you think the academy will help prepare you to be a commissioned officer in the U.S. military?

Please submit your required essay on additional sheets. Take as little or as much space as you need to adequately answer each question, **but limit the total response to two typed sheets.**

Other Nominations sought:

- I am also seeking a nomination through (check all that apply)
- Vice President Joseph Biden
 - Senator Arlen Specter
 - Senator Robert P. Casey Jr.

I have also previously sought a nomination through (complete if applicable)_____

Feel free to attach additional sheets as needed to complete any of the above information.

By signing below, you certify that you are a legal resident of the 8th Congressional District of Pennsylvania, and that all the information that you have provided is accurate and truthful as of the date submitted.

Signature

Date

Mail or hand-deliver completed application to:

Congressman Patrick J. Murphy
ATTN: Michael Brown
414 Mill Street
Bristol, PA 19007-4813

If you have any questions please call 215-826-1963.

**MAKE SURE THAT YOU HAVE A COMPLETE FILE BY:
CLOSE OF BUSINESS (5 PM) ON FRIDAY, 5 NOVEMBER, 2010**

PRINCIPAL/GUIDANCE COUNSELOR RECOMMENDATION FORM
CONGRESSMAN PATRICK J. MURPHY
8TH DISTRICT OF PENNSYLVANIA

THIS FORM IS FOR THE PURPOSE OF CONSIDERING APPLICANTS FOR CONGRESSIONAL NOMINATIONS TO THE UNITED STATES SERVICE ACADEMIES. PRINCIPALS OR GUIDANCE COUNSELORS MAY EITHER UTILIZE THIS FORM OR WRITE A FORMAL LETTER OF RECOMMENDATION.

Instructions: Please fill out this form and **return to the applicant, along with an official transcript reflecting GPA and class rank** (reflecting classes through the junior year), so that he or she can include both in the official submission to the congressional office. If a principal or guidance counselor chooses to write a letter, we ask that the letter speak to the topics in this form. Make sure to return this form (or letter) to the applicant *well in advance* of the final deadline for applicants to submit information, which is **5 pm, Friday, 5 November, 2010.**

NAME OF APPLICANT: _____

ADDRESS: _____

NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

TELEPHONE NO. OF SCHOOL: _____

APPLICANT'S YEAR IN SCHOOL: _____ CLASS RANK: _____ GPA: _____

Leadership Characteristics: _____

Personality Traits: _____

Ability to Work Under Pressure: _____

Ability to Work With Others: _____

Applicant's School Activities: _____

GENERAL COMMENTS AND/OR RECOMMENDATION: (COMMENTS ARE MOST HELPFUL)

DATE: _____ SIGNATURE: _____

PRINTED NAME OF PERSON COMPLETING FORM: _____

TITLE: _____

PLEASE RETURN TO:
Congressman Patrick J. Murphy
ATTN: Michael Brown
414 Mill Street
Bristol, PA 19007

Feel free to attach additional sheets as necessary to complete all the requested information. Thank you for your attention in this matter.

**SERVICE ACADEMY NOMINATION APPLICATION CHECKLIST
CONGRESSMAN PATRICK J. MURPHY
8TH DISTRICT OF PENNSYLVANIA**

(Retain this page for your use.)

**SUBMIT THE FOLLOWING ITEMS TO COMPLETE YOUR CANDIDATE FILE
NO LATER THAN CLOSE OF BUSINESS (5 PM) ON FRIDAY, 5 NOVEMBER,
2010:**

Remember, you may add information to an *already-completed file* after the November deadline, *but it is your responsibility* to make sure your file is complete by the deadline.

- _____ 1. Application form
- _____ 2. Recent photograph.
- _____ 3. Four recommendation letters (one must be from a principal or guidance counselor – may utilize the *Principal/Guidance Counselor Recommendation Form* included with the packet.)
- _____ 4. Official Transcript (reflecting grades earned through the junior year).
- _____ 5. Essays: (a maximum of two typed pages. See application for questions.)
- _____ 6. Most recent SAT or ACT scores. You may update this item as often as necessary, but **your file is not complete without these scores**. Your best scores will be used. (SAT code: 2362, ACT code: 7642)

Please send application items to:

Congressman Patrick J. Murphy
ATTN: Michael Brown
414 Mill Street
Bristol, PA 19007-4813

Inquiries can be directed to Michael Brown by calling the Bristol office at **215-826-1963** or by sending an email message to michael.brown@mail.house.gov.

All applicants who have completed their files by **5 November, 2010** will be interviewed by one of the Academy Selection Boards. Applicants will receive notice of the exact time and location of the interview after the deadline.

All applicants will receive notice of whether they will receive a nomination no later than December 31st. Final appointments will be decided by the individual service academies.

If you decide NOT to pursue a nomination to the service academies, please notify our office so that we may close your file.